



DEPARTMENT OF EDUCATION

Instructions to Associate Examiners

1. *The scheme of valuations determined by the Examiner-in-Chief after consultation with a Committee of the Associate Examiners shall be adhered to.*
2. An Associate Examiner shall not have in hand more than ten envelopes at one time, nor shall he have more than one envelope open upon his table at one time, and he shall return each examination book to its proper envelope. As soon as an examination book is removed from its envelope the candidate's number shall be placed on the front page of each book of answers. The envelopes, with their enclosures, must be returned to the clerk in charge in numerical order, the lowest number on top.
3. He shall also sign his pseudonym on the envelope of each examination book examined.
4. In reading the answer papers each Associate Examiner shall mark distinctly in the left-hand margin the value assigned by him to each answer or partial answer. If an answer is considered as of no value, this shall be indicated by a cipher in the margin.
5. Fractional marks shall not be assigned.
6. At all examinations one mark shall be deducted for each error in spelling, but not more than ten marks shall be deducted for such errors on any one paper.
7. In cases of suspected copying, the Associate Examiner and the Chairman of the Section shall make a detailed report at once to the Registrar.
8. Associate Examiners shall keep a record of the number of papers read each day and shall make daily report thereof to the Chairman of their respective Sections.

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9. (1) All additions and transcribing of marks are made by clerks.

(2) All answer papers on which the entries made by the Examiners are incomplete or not sufficiently clear will be returned to the Chairman of the Section for correction.

(3) The answer papers which are valued near the pass mark by Associate Examiners are reread by the Examiner-in-Chief, or under his direction, by a member of the Section.

10. *The work is confidential throughout.* Should the identity of an examination centre or of a candidate be discovered by an Associate Examiner, he shall report the fact at once to the Chairman of his Section.

11. Associate Examiners shall not at any time enter the rooms of other Sections unless when it is necessary to do so in entering or leaving their own rooms.

12. (1) The hours of work are 9.00 a.m.—12.00 noon and 2.00 p.m.—5.00 p.m., with an intermission during the forenoon and afternoon.

(2) At the discretion of the Registrar, the Saturday afternoon session may be cancelled.

13. For the convenience of Examiners, telephone and personal calls will be duly reported to them. Examiners shall not use the telephone or allow interruption from visitors while the work is in progress.

Travelling Expenses:—Each Associate Examiner will be allowed his necessary actual travelling expenses (return fare only) from and to his place of residence at the time of appointment. Vouchers must be submitted for steamboat fares and for items, exclusive of railway fare, of one dollar and upwards. The exact amount of railway (or steamboat) fare should be stated and no other items should be included in the amount. When it is found necessary to travel by sleeping car or chair car, the tickets retained by the Associate Examiner must be submitted as vouchers. Vouchers will also be required for meals on the train when the same are necessary.